



The ECF ProFiler

Special points of interest:

- Introducing the ECF ProFiler
- ProFiler Tips and Tricks
- Upcoming Events
- Statistics

Issue I
Spring 2005

Introducing “The ECF ProFiler”

Welcome to the first edition of the Northern Indiana Bankruptcy Court’s Electronic Case Files (ECF) newsletter, “The ECF ProFiler.” The purpose of this newsletter is to share helpful information with you, the ECF user. Our newsletter articles will be published quarterly and will be available on our website at:



<http://www.innb.uscourts.gov/cmecf.htm>

Quote from an ECF USER

“ECF has enabled me to spend more time with my family. I can now leave my office at any time, file new cases when my kids are asleep, and manage my electronic files and e-mails all from home. In addition, I now have paperless files and it is so fast for my staff to just open my ECF mail and save the PDF to the client’s file. What a time saver!”

By Mr. Brad Woolley, Attorney at Law
Mr. Woolley was the first person to file a case electronically with the Northern District of Indiana Bankruptcy Court on September 3, 2002.

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Articles will include helpful tips and tricks, instructions on proper filing procedures, comments and other related matters. Please send your suggestions for our newsletter to Michael Stewart, ECF Project Manager at :

ecfprofiler@innb.uscourts.gov

Michael Stewart, ECF Project Mgr.

Tips and Tricks... Save Time & Money

Tips to Avoid Duplicate Filings & Billings:

http://www.innb.uscourts.gov/pds/Tips_Dupl.pdf

- When using Point of Sale, Single Click on the “Make Payment” button-double clicking could result in multiple billings.
- Avoid using the back button on your internet browser.
- If using one of the commercial bankruptcy software programs, avoid clicking on the Case Upload/One-Touch button more than once.

- If there is a question as to whether the case was successfully filed, access the ECF Query menu to search by individual name for pending case(s).
- Exercise caution when more than one support staff is working on the same new case.
- Use correct events when filing a new Bankruptcy case or adversary proceeding:
 - Open BK Case not Other Events (Voluntary Petition)
 - Open AP Case not Complaint & Summons

Verifying Your PDF

When attaching a PDF file for a new case opening or any entry requiring a PDF file, it is very important to always open and verify the file which you are submitting.

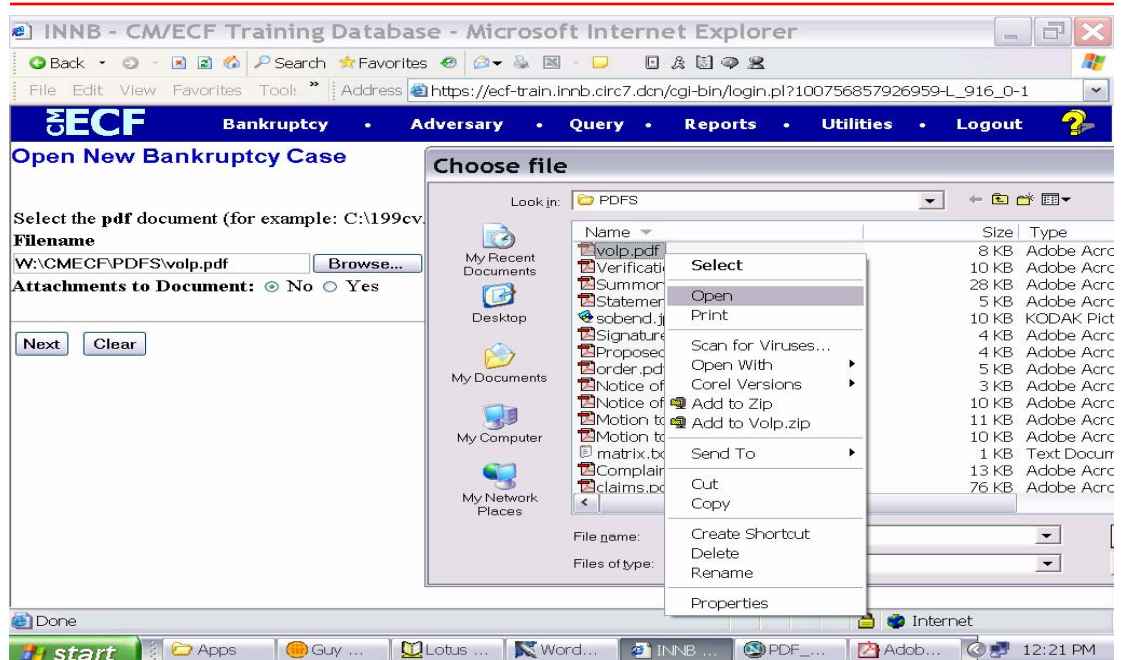
After making the appropriate key strokes and selecting the browse button, a list of files will be displayed for your selection. Select the appropriate file with a left-click once then right-click once on the same file. This will show you the [Open] option. Choose this option with a left-click once. The PDF file is displayed by your Adobe software for verifying.

TIP: When you are finished verifying the file, do not close Adobe completely. Use the smaller [x] at the top right screen, not the bigger red [X] to close the file. By doing this only the document will close, but the Adobe program will remain open, saving you computer time when viewing the next PDF file.

Why should you verify PDF files? Verifying will help eliminate duplicate filings, refund requests, case dismissals and additional time spent re-filing cases. Verifying takes a few extra seconds but will save you time and money later.

 “What a timesaver!”

Verifying your PDF
saves time and
money!



Proper Procedures

[Notice of Appearance](#)

(click for link to *Attorney ECF Application Guide*)

When filing a *Notice of Appearance*, it is important to click in the check-box provided on the Attorney/ Party Association screen. Bypassing the screen may result in failing to receive notification of future activity on the case because an attorney record has not been created. See the *Attorney ECF Application Guide* for complete details on filing a *Notice of Appearance*.

[Multi-Part Motions](#)

(click for link to *Attorney ECF Application Guide*)

When filing a motion that seeks multiple or alternative reliefs, all of the requested reliefs should be highlighted on the Document Selection screen. For example, when filing a *MOTION FOR RELIEF FROM AUTOMATIC STAY OR IN THE ALTERNATIVE ADEQUATE PROTECTION*, on the Document Selection screen, highlight “Relief from Stay,” hold down the [Ctrl] key, and then highlight “Adequate Protection.” (continued on page 4)



Taking the guesswork out of
Notice of Appearance and
Multi-part Motions.

Cache - The Root of Some Evil

A vast majority of the ECF help desk calls we receive can be rectified simply by clearing your web browser's "cache" or "temporary internet files."

Symptoms have ranged from a PDF file not working to the inability to pay filing fees. Clearing your cache is a simple process which will vary depending on the browser you are using. We will concentrate on the "big two," Netscape Navigator and Microsoft Internet Explorer.

Netscape Navigator (Versions 4.7 through 7.2)

With your browser open, choose "Edit" from the top menu bar and then select "Preferences." Within the category window, double click the "Advanced" category to view additional options. Locate and click the "Cache" option. If you are using version 7.0 or

higher, simply click the "Clear Cache" button. Earlier versions may have 2 buttons labeled "Clear Memory Cache" and "Clear Disk Cache." Click both of these to clear. A confirmation window will appear-you will select "OK" to clear the cache. Then, simply close your browser by hitting the "X" in the upper right corner of the window and restart Netscape Navigator.

Microsoft Internet Explorer (Versions 5.5 through 6)

With your browser open, choose "Tools" from the top menu bar and then select "Internet Options." Click on the button labeled "Delete Files" under the "Temporary Internet Files" section in the middle of the window. A confirmation box will appear at which (continued on page 4)



There are easier ways to empty your cache!

Check Your Outstanding Fees Due

By following these simple steps you can check your outstanding fees due.

Select from the Utilities Menu, Internet Payments due.

This will execute the Point of Sale pop-up window where you follow the instructions on the screen.

* This is also for those using private bankruptcy software which does not allow the user to pay the fees at the time of filing.

Motion to Appear Pro Hac Vice

Just as with any other motion, if you are an ECF user, you can file the motion to appear pro hac vice electronically.

From the Bankruptcy Menu, select Motions/Applications and then choose Appear pro hac vice from the list of Motions.

The most important thing to remember is that the current \$80.00 filing fee (made payable to U.S. District Court) should immediately be mailed or brought in to the intake counter of the U.S. Bankruptcy Court.

March ProFiler Puzzle

Find each of the following words.

ELECTRONIC	VERIFY
BROWSER	DUPLICATE
MOTION	OFFICE
COUNTER	CACHE
FEES	Hidden word hint
	P _ _ _ _ _

F A N T I M O T I O N O R I R F
H I P O H E F N Y L E C R F E I
A E O P E E I D E R F C S I R A
I E S R E C O U N T E R L R P U
B E C S E P U C V F O L E E E U
I O L E V E R I F Y F O H L A T
C S R E T E E U F I F I C I P U
O O Y C C A S R O P I I A F C A
R U I A W T C F L T C O C O C R
L E N E I N R I E C E U I R N S
E R S T O E O O L R F F O P F R
O E T W R E R I N P E T N O R R
W C C C O I T I L I U C R I E H
I L D O C R C P C F C D R Y C I
O N R D E I B A C O T E B F I B
U F Y P C E E A E N V R N E N B



After the payment is received and the motion is granted, the clerk will deliver the check or money order (made payable to U.S. District Court) along with a copy of the Order granting the motion to the U.S. District Court.

Not sure if you paid your filing fees?

Check your outstanding fees due.

*Be the first one to e-mail
ecfprofiler@innb.uscourts.gov
with the hidden word!*

Did you know? ...Motion to Appear Pro Hac Vice CAN be filed through ECF.

United States Bankruptcy Court Northern District of Indiana

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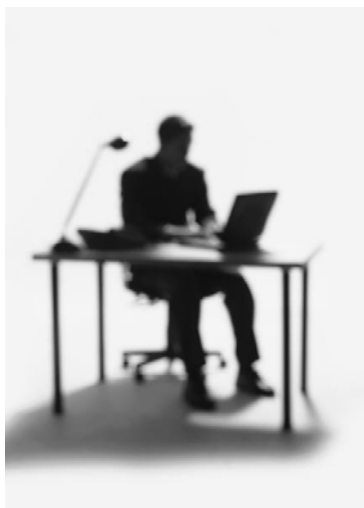
you will check the box next to "Delete all offline content" and select "OK" to clear the browser's cache. Then, simply close your browser by hitting the "X" in the upper right corner of your browser's window and restart Internet Explorer.

This process may not work for everything, but we have found it a great place to begin when troubleshooting. If this does not work for you, give our help desk a call and we will continue troubleshooting. Performing this beforehand will put you well ahead of the game, if not rectify the situation completely.

Proper Procedures continued from page 2

Multi-part motions seeking relief from the automatic stay and abandonment present a unique situation. Filed separately, each request for relief would require a separate filing fee. Filed as a two-part motion, only one fee is required. When filing such a two-part motion in ECF, on the Receipt screen, leave the first receipt field blank and enter N/A in the second receipt field. This will result in only one fee being charged to the filer's credit card.

See the [Attorney ECF Application Guide](#) for complete details on filing Multi-Part Motions.



A newsletter for the ECF filer.

Upcoming Events

Training is available throughout the district in our four divisional offices:

Fort Wayne, Hammond, Lafayette and South Bend.

Please visit our website for available training dates at: <http://www.innb.uscourts.gov/ecfattytrain.htm>

To obtain an ECF login and password for the Northern District of Indiana Bankruptcy Court, you must attend a CM/ECF training class. Training classes conducted in U.S. District Court, or another Bankruptcy Court, will satisfy this requirement.

Statistics

The U.S. Bankruptcy Court Northern District of Indiana is currently at 90% in new case filings. This has placed us in the top 10 ECF courts nationwide.

Nationwide, there are 80 courts live and 14 courts in the final implementation phase.

Thank you for your continuing efforts.

Contact for comments

ecfprofiler@innb.uscourts.gov